

**GENERAL SERVICES ADMINISTRATION**

Federal Acquisition Service

**Authorized Federal Supply Schedule (FSS) Price List**

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA *Advantage!*<sup>®</sup>, a menu-driven database system. The INTERNET address GSA *Advantage!*<sup>®</sup> is: GSAAvantage.gov

**Multiple Award Schedule**

FSC Group: Professional Services

FSC Class: F999

Contract Number: GS-00F-227CA

Contract Period: August 1, 2015 – July 31, 2025

The Cadmus Group LLC  
410 Totten Pond Road, Suite 400  
Waltham, MA 02451-2004  
Phone: 617-673-7000

Contract Administration Source  
Ms. Jing Hoffmann  
Deputy Director of Contracts  
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Business Size: Other than Small

For more information on ordering, go to the following website: <https://www.gsa.gov/schedules>

Price list current as of Modification #PS-0032 effective August 29, 2024

Prices Shown Herein are Net (discount deducted)

CUSTOMER INFORMATION

1a. Table of awarded special item number(s) with appropriate cross-reference to item descriptions and awarded price(s).

SINs	Recovery	SIN Title
541611	541611RC	Management and Financial Consulting, Acquisition and Grants Management Support, and Business Program and Project Management Services
541620	541620RC	Environmental Consulting Services
541690	541690RC	Technical Consulting Services
541810	541810RC	Advertising Services
541810ODC	541810ODCRC	Other Direct Costs for Marketing and Public Relations Services
541910	541910RC	Marketing Research and Analysis
541990	541990RC	All Other Professional, Scientific, and Technical Services (Non-IT)
611430	611430RC	Professional and Management Development Training
OLM	OLMRC	Order-Level Materials (OLM)

1b. Identification of the lowest priced model number and lowest unit price for that model for each special item number awarded in the contract. This price is the Government price based on a unit of one, exclusive of any quantity/dollar volume, prompt payment, or any other concession affecting price. Those contracts that have unit prices based on the geographic location of the customer, should show the range of the lowest price, and cite the areas to which the prices apply. See Page 4

1c. If the Contractor is proposing hourly rates, a description of all corresponding commercial job titles, experience, functional responsibility and education for those types of employees or subcontractors who will perform services shall be provided. If hourly rates are not applicable, indicate “Not applicable” for this item. See Pages 8 -12

2. Maximum order: \$1,000,000

3. Minimum order: \$100

4. Geographic coverage (delivery area). Worldwide

5. Point(s) of production (city, county, and State or foreign country). Same as Company Address

6. Discount from list prices or statement of net price. Government Net Prices (discounts already deducted.)

7. Quantity discounts. None

8. Prompt payment terms. Net 30 days. Information for Ordering Offices: Prompt payment terms cannot be negotiated out of the contractual agreement in exchange for other concessions.

9. Foreign items (list items by country of origin). Not Applicable
- 10a. Time of delivery. (Contractor insert number of days.) To Be Determined at the Task Order level
- 10b. Expedited Delivery. Items available for expedited delivery are noted in this price list. Contact Contractor
- 10c. Overnight and 2-day delivery. Contact Contractor
- 10d. Urgent Requirements. Contact Contractor
11. F.O.B. point(s). Destination
- 12a. Ordering address(es). Same as Company Address
- 12b. Ordering procedures: See Federal Acquisition Regulation (FAR) 8.405-3.
13. Payment address(es). Same as Company Address
14. Warranty provision. Standard Commercial Warranty Terms & Conditions
15. Export packing charges, if applicable. Not Applicable
16. Terms and conditions of rental, maintenance, and repair (if applicable). Not Applicable
17. Terms and conditions of installation (if applicable). Not Applicable
- 18a. Terms and conditions of repair parts indicating date of parts price lists and any discounts from list prices (if applicable). Not Applicable
- 18b. Terms and conditions for any other services (if applicable). Not Applicable
19. List of service and distribution points (if applicable). Not Applicable
20. List of participating dealers (if applicable). Not Applicable
21. Preventive maintenance (if applicable). Not Applicable
- 22a. Special attributes such as environmental attributes (e.g., recycled content, energy efficiency, and/or reduced pollutants). Not Applicable
- 22b. If applicable, indicate that Section 508 compliance information is available for the information and communications technology (ICT) products and services and show where full details can be found (e.g. contractor's website or other location.) ICT accessibility standards can be found at: <https://www.Section508.gov/>. Not Applicable

23. Unique Entity Identifier (UEI) number. WSEZME8NNBA8

24. Notification regarding registration in System for Award Management (SAM) database. Contractor registered and active in SAM

**Awarded Labor Category Rates:**

Applicable to SINS 541611, 541620, 541690, 541810, 541910, 541990, and 611430

			Year 10 8/29/2024 (Mod PS-0032) - 7/31/2025
Labor Category	Minimum Education	Minimum Years of Experience	GSA PRICE including IFF
Research Analyst	Bachelors	0	\$62.04
Analyst I	Bachelors	1	\$63.39
Analyst II	Bachelors	1	\$70.36
Analyst III	Bachelors	1	\$80.06
Associate I	Bachelors	2	\$84.94
Associate II	Bachelors	3	\$101.69
Associate III	Bachelors	4	\$116.47
Sr. Associate I	Bachelors	5	\$121.32
Sr. Associate II	Bachelors	7	\$140.73
Sr. Associate III	Bachelors	10	\$165.00
Principal I	Bachelors	10	\$174.71
Principal II	Bachelors	13	\$208.66
Sr. Managing Consultant	Bachelors	12	\$242.63
Executive Consultant	Bachelors	15	\$266.91
Sr. Executive Consultant I	Bachelors	18	\$279.08
Sr. Executive Consultant II	Bachelors	22	\$361.25
Administrative Support I	Bachelors	2	\$58.25
Administrative Support II	Bachelors	7	\$106.76

## Awarded Support Product Rates and Descriptions:

	Support Product/ Labor (ODCs):	Unit Of Issue	Contractor / Customer Facility:	GSA Awarded Ceiling Price/Rate
<b>Advertising and Outreach, Production</b>				
541810ODC	Public Service Announcement, Television	Per PSA (60-sec)	Both	\$557,000.00
541810ODC	Industrial/Instructional Video Production	Per project (up to 5 30-min. modules)	Both	\$115,995.00
541810ODC	B-roll	Per production	Both	\$12,819.05
541810ODC	Audio News Release	Per ANR	Both	\$7,500.00
541810ODC	Videography	Per day (2-person crew, video tape only)	Both	\$1,350.01
541810ODC	Onsite Photographic Services	Per half day	Both	\$1,260.00
541810ODC	Satellite Media Tour	Per 3-hour tour	Both	\$12,175.00
541810ODC	Audio Media Tour	Per 3-hour tour	Both	\$7,500.00
541810ODC	Podcast	Per podcast (per 3 episodes, 30 min.)	Both	\$4,486.40
541810ODC	Display booth	Per booth	Both	\$13,500.00
541810ODC	Promotional Items (i.e., give-aways)	Per item (minimum of 100 items)	Both	\$25.00
541810ODC	Yard or street signs (incl. shipping & hardware)	Per sign (based on order of 5,000)	Both	\$18.21
541810ODC	Specialty pocket folders	Per 1,000 folders	Both	\$1,420.00
541810ODC	Signage, standard	Per sign (up to 40" x 60")	Both	\$287.14
541810ODC	Museum quality signage	Per sign	Both	\$2,540.00
541810ODC	Vinyl or cloth banners	Per unit	Both	\$680.00
<b>Advertising and Outreach, Distribution</b>				
541810ODC	Dubbing	Per 5 encoded beta dubs	Both	\$475.00
541810ODC	Digital imaging	Per 2-hour event	Both	\$201.50
<b>Advertising and Outreach, Web</b>				
541810ODC	Web hosting	Per Month	Both	\$575.00
541810ODC	URL registration	Per URL (5-year registration)	Both	\$100.00
541810ODC	URL forwarding services	Per URL, per year	Both	\$12.00
541810ODC	Keyword Search Campaign	Per campaign	Both	\$20,000.00
541810ODC	SSL Certificate for Meeting Registrations, etc.	Per year	Both	\$169.00
<b>Advertising and Outreach, Media Buy</b>				
541810ODC	Print	Per placement	Both	\$411,000.00
541810ODC	Online media buy	Per placement	Both	\$60,000.00

541810ODC	Outdoor advertising ( e.g. billboards, buses)	Per venue, per month	Both	\$8,000.00
<b>Media Analysis and Assessment</b>				
541810ODC	Video Monitoring	Per segment	Both	\$110.01
541810ODC	Print clip analysis (fixed cost per month)	Per month	Both	\$313.33
541810ODC	plus print clip analysis (add'l cost per clip)	Per clip	Both	\$2.47
541810ODC	Clip recycling services	Per 95 gal bin	Both	\$55.00
541810ODC	Nielsen	Per month	Both	\$1,926.01
541810ODC	Lexis/Nexis	Per month	Both	\$232.73
541810ODC	Post to Web	Per month	Both	\$1,220.00
541810ODC	Reports	Per report	Both	\$14,900.00
<b>Events, Conferences and Representation</b>				
541810ODC	Conference registration	Per registration	Both	\$2,200.00
541810ODC	Required membership	Per membership	Both	\$4,000.00
541810ODC	Conference sponsorship	Per conference	Both	\$15,616.25
541810ODC	Meeting space	Per day	Both	\$2,500.00
541810ODC	AV equipment, rental	Per day	Both	\$4,530.67
541810ODC	Exhibition space	Per booth (up to 10' x 10')	Both	\$3,407.90
541810ODC	Full exhibit system	Per conference (up to 20' x 20' exhibit)	Both	\$23,353.00
541810ODC	On- or off-site storage	Per sq. ft.	Both	\$25.00
<b>Report and Document Development and Production</b>				
541810ODC	Duplication, In House	Per page	Both	\$0.07
541810ODC	Specialized document production or duplication	Per page	Both	\$1.78
541810ODC	Collating and binding print materials	Per document	Both	\$5.49
541810ODC	Trimming of print materials or other special	Per cut	Both	\$1.49
541810ODC	Stock icon	Per icon	Both	\$300.00
541810ODC	Original artwork	Per custom illustration	Both	\$2,500.00
541810ODC	Royalty-free photograph purchase	Per photo	Both	\$495.00
541810ODC	Frames for certificates	Per frame	Both	\$15.00
<b>Communication and Collaboration</b>				
541810ODC	Telephone usage	Per labor hour	Both	\$ 0.71
541810ODC	Telephone usage, off-site locations	Per month	Both	\$199.00
541810ODC	Computer usage	Per labor hour	Both	\$2.02
541810ODC	Audio, Video & Web-Conference Services	Per minute, per caller	Both	\$0.37

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541810ODC	E-mail distribution services (<10,000 emails/yrs. Add'l emails are \$.004/email address)	Per year	Both	\$1,700.00
541810ODC	Delivery, U.S. Postal Service	Per piece	Both	iaw USPS rates
541810ODC	Delivery, Commercial Express Mail (Federal)	Per piece	Both	iaw USPS rates
541810ODC	Courier Services	Per delivery, one way	Both	\$69.00

**Service Contract Labor Standards:** The Service Contract Labor Standards (SCLS), formerly known as the Service Contract Act (SCA), is applicable to this contract as it applies to the entire Multiple Award Schedule (MAS) and all services provided. While no specific labor categories have been identified as being subject to SCLS/SCA due to exemptions for professional employees (FAR 22.1101, 22.1102 and 29 CFR 541.300), this contract still maintains the provisions and protections for SCLS/SCA eligible labor categories. If and / or when the contractor adds SCLS/SCA labor categories to the contract through the modification process, the contractor must inform the Contracting Officer and establish a SCLS/SCA matrix identifying the GSA labor category titles, the occupational code, SCLS/SCA labor category titles and the applicable WD number. Failure to do so may result in cancellation of the contract.

## Awarded Labor Category Descriptions:

Labor Category Title	Labor Category Description	Minimum Education	Minimum Years of Experience	If applicable, indicate proposed education substitutions
Research Analyst	Performs a variety of tasks that may involve data collection, research, or quantitative or qualitative analysis, primarily to provide input for use in clients' significant environmental and energy policy decisions. Provides logistical and administrative support activities for projects, contracts, and/or proposals. Applies basic research techniques and work skills with timeliness and quality assurance. Solid writing and communications skills are expected.	Bachelors	0	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Analyst I	Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.	Bachelors	1	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Analyst II	Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.	Bachelors	1	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.



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Analyst III	Performs data collection, research, and analyses. Provides logistical, organizational, and administrative support to projects, contracts, and/or proposals. Applies experience and understanding of technical or administrative aspects of public policy, or private sector projects, to tasks that are varied and complex. Competently applies standard procedures to routine tasks, and identifies potentially problematic issues related to task content or schedule. Applies a broad knowledge of Cadmus organization in performing work tasks.	Bachelors	1	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Associate I	Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.	Bachelors	2	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Associate II	Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.	Bachelors	3	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Associate III	Works independently to identify, structure and implement appropriate procedures for tasks. Manages efforts of staff in task execution and performs quality assurance checks of work products. Responsible for technical, financial, and/or administrative management of tasks or portions of larger projects. Participates in business development, marketing activities, and/or recruiting.	Bachelors	4	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.

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Sr. Associate I	Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.	Bachelors	5	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Sr. Associate II	Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.	Bachelors	7	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Sr. Associate III	Demonstrates leadership in management, technical work products, and/or business development. Manages activities of staff on tasks, is responsible for ensuring high quality performance of staff, and may have responsibility for administrative supervision of staff. Responsible for technical, managerial, and/or administrative components of large tasks, projects, marketing activities, or proposals. Represents Cadmus to professional peers and clients. May participate in corporate planning.	Bachelors	10	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Principal I	Demonstrates leadership across managerial, technical, and business development areas. Manages activities of staff on tasks. May also have responsibility for supervision of an organizational unit, including recruiting, performance review, and staff development. Ensures high quality performance of staff. Responsible for substantive technical, financial, and administrative management of large tasks, projects, and contracts. Manages business development, marketing activities, proposals, and multiple projects. Represents Cadmus to	Bachelors	10	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.

	professional peers and clients. Participates in corporate budgeting activities, and corporate development and growth.			
Principal II	Demonstrates leadership across managerial, technical, and business development areas. Manages activities of staff on tasks. May also have responsibility for supervision of an organizational unit, including recruiting, performance review, and staff development. Ensures high quality performance of staff. Responsible for substantive technical, financial, and administrative management of large tasks, projects, and contracts. Manages business development, marketing activities, proposals, and multiple projects. Represents Cadmus to professional peers and clients. Participates in corporate budgeting activities, and corporate development and growth.	Bachelors	13	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Sr. Managing Consultant	Reviews and Approves practice-level business plans. Makes decisions regarding where to invest in terms of new growth related to the business unit. Sets practice-level budgets and performance targets. Has authority to strategically recruit and hire to maintain and expand business lines. Makes decisions regarding staff compensation in conjunction with Executive Committee. Leads and supports corporate initiatives.	Bachelors	12	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Executive Consultant	Oversee administrative and operational group-level performance. Set overall corporate budget and performance targets. Assign budgets and performance targets to administrative and operational groups and review their performance. Make decisions regarding overall strategic direction and performance, including review and approval of mergers and acquisitions, investment in new business lines, and entry into new areas of business. Ensure adequacy of corporate resources and monitor the accurate measurement and compliance with applicable laws and regulations. Lead and participate in important corporate-level initiatives.	Bachelors	15	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.

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Sr. Executive Consultant I	Examine an organization's strategic position and organizational performance and provide recommendations on strategic direction and organizational structure; identify strategic and organizational priorities and specific next actions; and bring critical internal and external information into the process to facilitate sound strategic decision making.	Bachelors	18	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Sr. Executive Consultant II	Examine an organization's strategic position and organizational performance and provide recommendations on strategic direction and organizational structure; identify strategic and organizational priorities and specific next actions; and bring critical internal and external information into the process to facilitate sound strategic decision making.	Bachelors	22	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Administrative Support I	Project/business support personnel perform a variety of tasks that involve timely project reporting, partnering with business units to ensure their project financial information needs are met and perform ad-hoc financial reporting as requested by project managers and clients. Reviews, processes and enters subcontractor invoices into accounting system for billing to clients. Calculates and generates client invoices and follows up with project managers to ensure billing accuracy and prompt invoice payments. Operates with latitude for some independent action.	Bachelors	2	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.
Administrative Support II	Senior contract personnel perform a variety of tasks including organizing, directing, and controlling the activities associated with the preparation, negotiation, administration, and pricing of contracts and subcontracts. Establishes and implements guidance, policies, and procedures for administrative functions of the company. Serves as in- house contractual consultant. Operates with wide latitude for independent action.	Bachelors	7	Any combination of additional years of experience plus full time college level study totaling four (4) years will be an acceptable substitute for a B.S. Degree. Additional years of graduate level study will be considered equal to years of experience on a one-for-one basis.